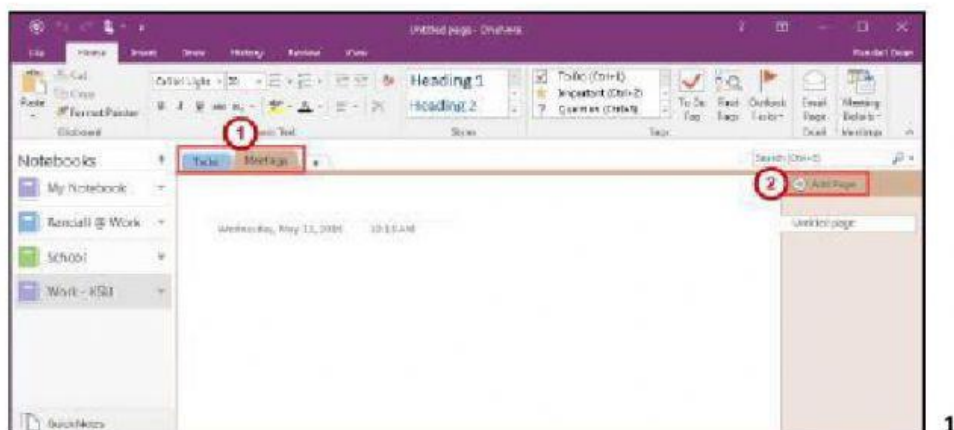


Lesson 3 Pages

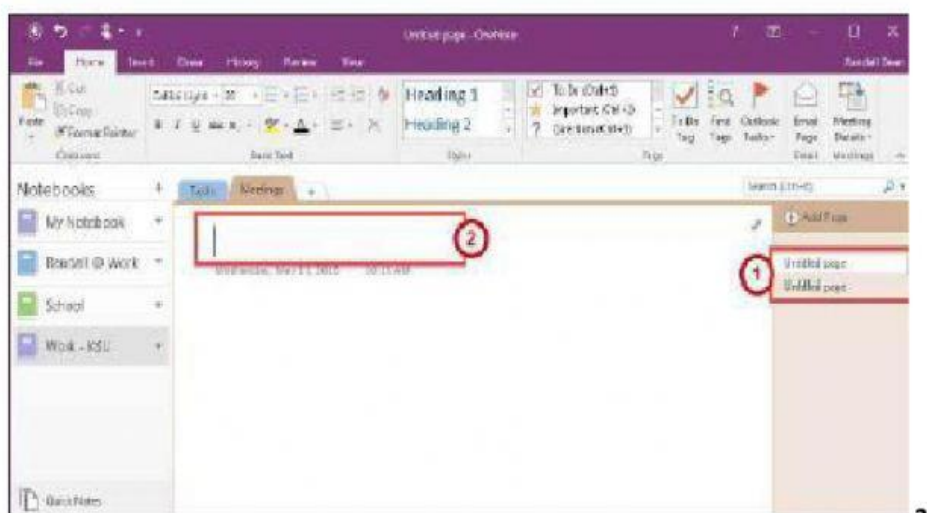
Pages hold the notes in your sections for your notebook. Example pages for the Meeting section in a Work notebook can be:- Group Meeting, Team Meeting, Department Meeting, etc.

1. Click on the section where you want to create a page.
2. Click on the **Add Page** button. 1



Name a Page

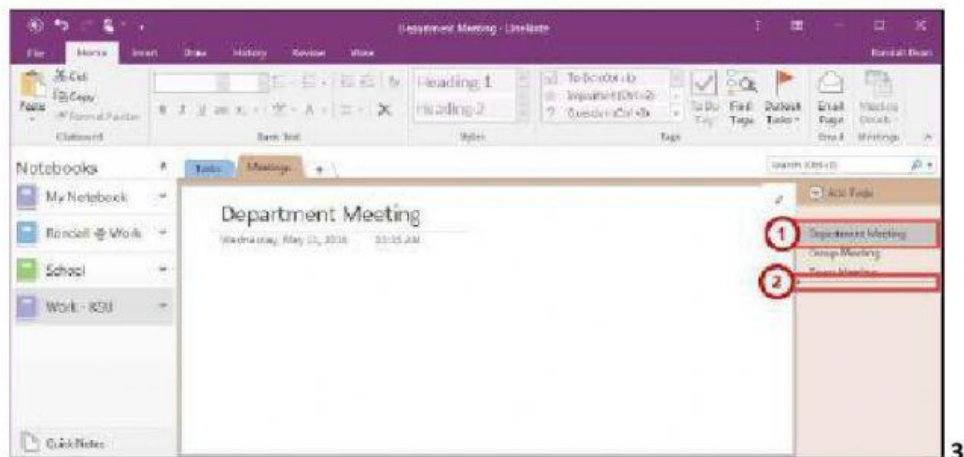
1. Click on a page that you want to give a name.
2. Click on the **Page Title** textbox. 2



3. Type the **name** of the page.

Move a Page

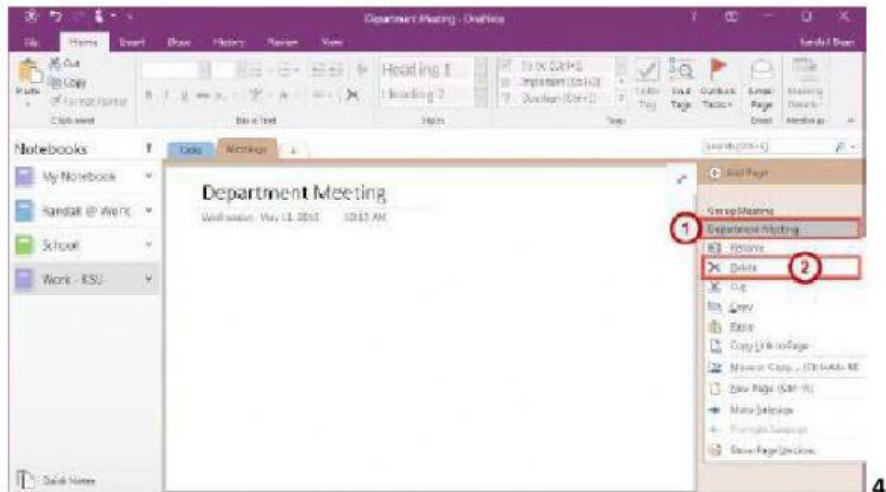
1. Left-click and **hold** a **page** tab with your mouse.
2. While holding the page, **drag** the page **up or down** of the other page. You will see a *right arrow* and a *line* showing where the page will. **3**



3. When the page is where you want to place it, let go of the left-click on your mouse.

Delete a Page

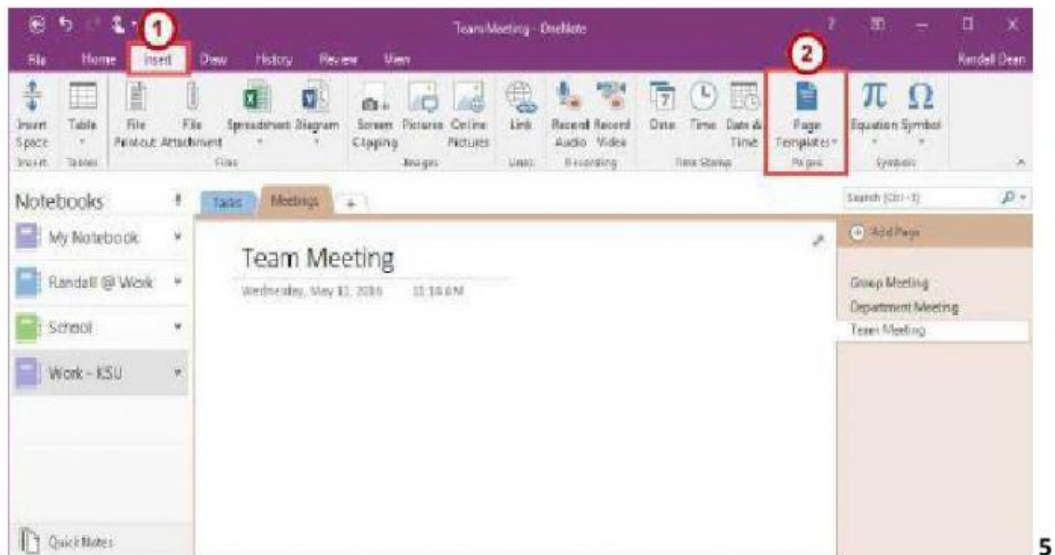
1. Right-click on a **page** name.
2. Click **Delete**.**4**



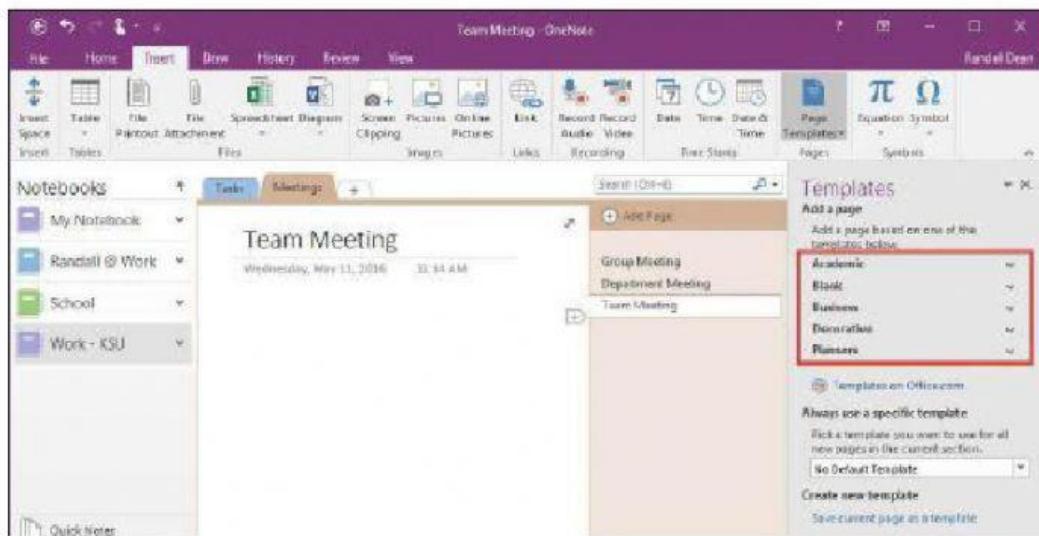
Page Templates

Page Template give you pre-formatted pages that consist of backgrounds, colors, to-do lists, calendars, and other functional content. The following steps explain hoe to insert a page template

1. Click the **Insert** tab.
2. Click the **Page Templates**. 5

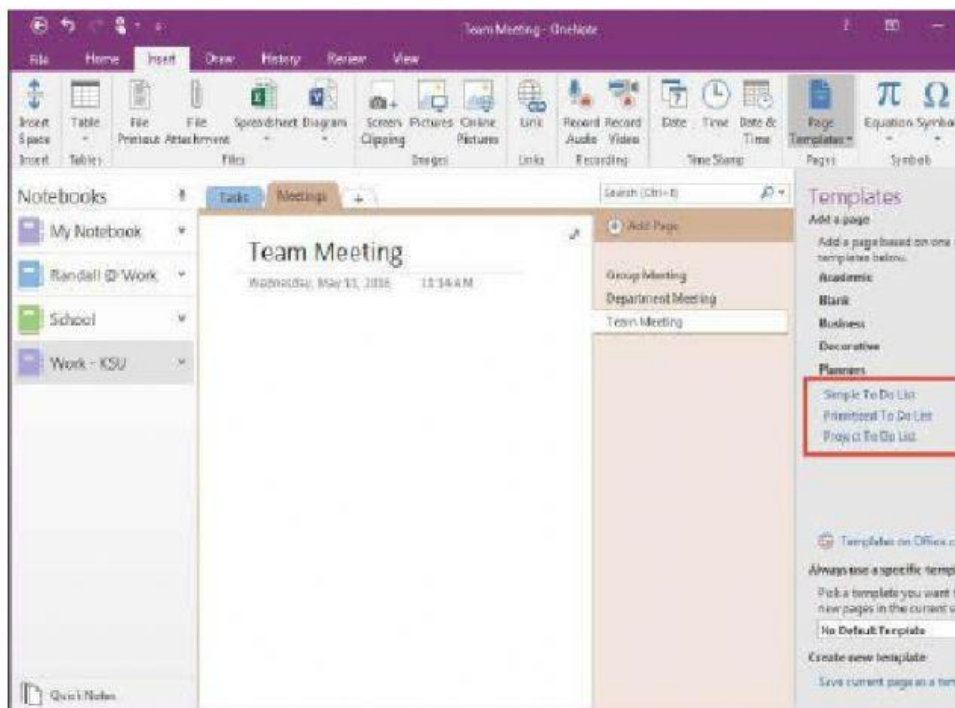


3. In the **Template** pane, click a category to expand. 6



6

4. Click a page template you would like to add. 7



7

Questions

1. Describe how you create a page,name and move a page?